TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

PHILIPPINES VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel Visa Pro** for your PHILIPPINES Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Philippines visas. Our travel professionals help you avoid delays, save money and time. *Please follow our FOUR Steps instructions*.

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least SIX (6) months after your departure from Philippines. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.

  If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to your passport.

- **ONE (1) Passport Style Photograph:** It must be 2x2 inches in size. **We always recommend using a professional photographer to avoid delays**. Your chest and shoulders must be covered. Photos with sleeveless shirts will be rejected. You can choose to submit digitized photo to us via email: orders@travelvisapro.com (in subject line put travelers first and last names). **Additional $10 Photo Printing FEE will be added to your request.** NOTE: Photo must be high resolution, clear, and provide proper contrast and white background for it to be accepted by the consulate.

- **Proof of Legal Status in the USA:** Copy of "Green Card" or Valid US Visa.

- **Proof of Financial Ability:** You must provide a copy of a recent bank statement or a letter from your bank verifying you have sufficient funds to support yourself. Bank statement must contain your name and address.

- **Visa Questionnaires/Application** Please COMPLETE and SIGN Your Philippines visa application forms. We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. **Your SIGNATURE has to be notarized.** PLEASE PRINT APPLICATION ON ONE-PAGE BOTH SIDES. Application enclosed.

- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*).Form is enclosed.

- **A Copy of Roundtrip ticket/itinerary** showing the exact dates of entry into and departure from the Philippines and containing the name of passenger and flight number. **We can provide one for $15 per person.**

- **APPLICANTS UNDER 15:** must provide a notarized letter of consent from each non-travelling parent/guardian. If the child is travelling without parents/legal guardians. You must provide all documents necessary for Waiver of Exclusion Ground (WEG). Please call us (866) 378-1722 for required paperwork.

- **Additional Instructions for BUSINESS VISAS only:** Please provide a business letter, which includes:
  - The name of a reference/visiting firm in Philippines.
  - Detailed explanation of the nature of business to be performed as well as duration of stay.
  - Company guarantee of financial responsibility for all travel expenses incurred by you.
  - The letter must be on company letterhead.
  - The letter must specify the visa validity and number of entries, the applicant is asking for.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Philippines consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add $15.00:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$39.00+ -** FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, Mastercard, Amex).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL AND VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: C***onsular fee***, ***Consulate courier service,*** and ***our service fee***.

PHILIPPINES TOURIST and BUSINESS VISAS (maximum duration of stay in Philippines **up to 59 calendar days**)			
Processing type--->	**EMERGENCY**	**RUSH**	**BUDGET**
Processing time -->	SAME-DAY	NEXT-DAY	3-5 DAYS
Tourist/Business - Single ENTRY valid for up to 3 months from date of issuance	**$30+$169=$199**	**$30+$99=$129**	**$30+$49=$79**
Tourist/Business - Multiple ENTRY valid for up to 6 months from date of issuance	**$60+$169=$229**	**$60+$99=$159**	**$60+$49=$109**
Tourist/Business - Multiple ENTRY valid for up to 12 months from date of issuance	**$90+$169=$259**	**$90+$99=$189**	**$90+$49=$139**

NEW SERVICE	
FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person	This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged **– for total up to $299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

Attn: Visa Dept.
Travel Visa Pro
2021 Fillmore Street
San Francisco, CA 94115-2708

Required document checklist:

- ✓ Passport (please do not forget to sign)
- ✓ ONE (1) Passport-Style Photograph
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign and notarize)
- ✓ Flight Itinerary
- ✓ Additional Paperwork for BUSINESS VISAS
- ✓ NON-US citizens: proof of legal status in the USA (copy of green card or valid US visa).
- ✓ APPLICANTS under 15 – additional paperwork

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of $17 will be added to all cancelled orders.

In San Francisco:
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In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

TRAVEL & VISA PRO ORDER FORM

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Fax – 866-511-7599 info@TravelVisaPro.com

TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

Date Passport(s) must be back in your possession or date of your next international trip: ____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ **EXIT** _____ / _____ / _____
mm dd yyyy mm dd yyyy

Traveler #1 Name:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:_____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
NO P.O. BOXES

E-mail: _____ **Signature Required for Delivery?** ☐ **YES** ☐ **NO**

Phone: _(_____)_____ **Cell:** _(_____)_____**Fax:** _(_____)_____

Shipping Method :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY(visa is for): _____ **Visas Type:** ☐ **TOURIST** ☐ **BUSINESS** ☐ **OTHER** _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:**_____

Number of Entries: ☐ **SINGLE** (one entry, one exit) ☐ **DOUBLE** (two entries, two exits) ☐ **MULTIPLE** (unlimited)

Visa Validity (in months): ☐ **ONE** ☐ **THREE** ☐ **SIX** ☐ **TWELVE** ☐ **OTHER** _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add $9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel,do.index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: $_____

PAID BY ☐ **Credit Card** ☐ **Money Order** ☐ **PayPal** ☐ **Check #:** _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to cancelled orders.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

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167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

FA Form No. 2-A

2" x 2" photograph of applicant without eyeglasses and w/white plain background

PHILIPPINE CONSULATE GENERAL

447 Sutter St., 6/F, San Francisco, California 94108
Tel. No. (415) 433-6666; Fax No. (415) 421-2641
E-mail address: **SanFranciscoPCG2004.com**

APPLICATION FOR NON-IMMIGRANT VISA FOR TEMPORARY STAY FOR PLEASURE AND/OR BUSINESS

PLEASE READ REQUIREMENTS BEFORE FILLING OUT FORM.
TYPE OR **PRINT** IN BLUE/BLACK INCK. VISA IS VALID FROM DATE OF ISSUANCE

Last Name	**First Name**		**Middle Name**		Sex: { }Male { } Female
Place of Birth:	Date of Birth:	Age:	Citizenship:	Civil Status: ( ) Single ( ) Married ( ) Widower/Widow ( ) Separated ( ) Divorced)	
If married, name and address of Spouse:					
Name of Father:			Name of Mother:		
Present Address:	Since:		Tel. Nos.: Work: ( ) Home: ( )		
Occupation/Business:			Financial means of support:		
Passport No.:	Date of Issue:		Issued by:	Valid until:	
Purpose of Entry:			Date of Departure from the U.S.	Length of stay:	
Port of Entry:			Port of next destination:		
Address/Destination in the Philippines:					
Reference(s) and/or immediate relatives in the Philippines: Name(s):			Complete Address(es):		
Are you entering or leaving the Philippines on a privately-owned yatch or sailboat?			Person(s) included in your passport and accompanying you to the Philippines:		
Have you ever been convicted of any crime? If yes, provide details.			Were you ever refused a Philippine Visa, denied admission to or deported from the Philippines or other countries? If yes, state circumstances.		

_____ Date of Application

_____ **Signature of Applicant**

(For Official use Only)

Non-Immigrant Visa No. SF-MRRV-_____-20____ granted on_____ as non-immigrant under Section 9(a) of the Philippine Immigration Act of 1940, as amended, valid until _____.

_____
CONSULAR OFFICER

Fee: US$_____ O.R. No. _____ Svc. No. _____	NO DEROGATORY INFORMATION AS OF THIS DATE:	Remarks Processor: DATE: